



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 3.1.2A	Subject: POST ORDERS	
Reference: DOC Policy No. 3.1.2		Page 1 of 2 and one attachment
Effective Date: May 15, 2000	Revision: (new effective date)	May 13, 2009
Signature / Title: /s/ Mike Mahoney / Warden		

I. PURPOSE:

To maintain current operational information at each security post, require all line and supervisory staff to review post orders to familiarize themselves with the day-to-day requirements of the posts, and ensure all staff are aware of all critical emergency information.

II. DEFINITIONS:

Security Major - the person designated by the Warden to manage all MSP security operations.

Post Order - a written description of a security post that specifies the duties and responsibilities of the staff assigned to the post for each shift.

III. PROCEDURES:

A. General Information

1. The post orders for each security post will contain specific and general instructions for the operation of that post.
2. Post orders will be maintained in a computerized form and made available to staff in loose-leaf binders divided into the following sections:
 - a. A general section with information from MSP and DOC policy and procedures, memos, and other information.
 - b. A post-specific section covering the chronological duties of the post, specifically advising staff of the major events that occur throughout each shift.
3. Each set of post orders will contain information specific to each shift worked on that post.
4. Staff are required to familiarize themselves with the duties of any post to which they are assigned or supervise, and review changes in post orders as they are made.
 - a. Staff assigned to a particular post must sign or initial the signature sheet contained in the post orders to verify that they have read and understand the post orders.
 - b. Supervisors are responsible for notifying line staff of any changes in post orders.
6. Post orders will follow the standardized format of attachment A.
7. Each set of post orders must include the following categories as applicable:
 - a. Duties and responsibilities.
 - b. Inventory control.
 - c. Key control.
 - d. Use of force.
 - e. Inmate movement.
 - f. Traffic control in and around each post.
 - g. Count procedures for staff and inmates.
 - h. Escort procedures.
 - i. Relief procedures.
 - j. Incident reporting.
 - k. Record keeping.

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- l. Scheduled activities.
- m. Emergency procedures specific to the post.
- n. General emergency procedures.
- o. Hazardous material control.
- p. Maintenance/repair requests.
- q. Searches.

B. Availability and Review

- 1. The Security Major will maintain copies of all Post Orders and ensure they are available in Command Post.
- 2. Each post will have its own specific set of Post Orders.
- 3. The Shift Commander, Staff Sergeant, or Unit Sergeant must instruct all new correctional officers to read the orders for the post to which they have been assigned.
- 4. Staff assuming a new post, or relieving a post, must review and sign the appropriate post orders, and make an entry in the post logbook documenting this review.
- 5. At the beginning of shift change, rotating employees must read the post orders for all new posts that have been established. The shift supervisor must verify that the applicable staff have read the post orders. Both the employee and supervisor must indicate that the employee has read and understood the post orders by dating and initialing the form provided in the post order manual.
- 6. Supervisors may give oral or written tests to staff concerning post orders for the post they are assigned. The supervisor will document such testing in the Post Order Sign-Off sheet.
- 7. Staff may submit written recommendations/suggestions for changes in post orders to their supervisor. The supervisor will review these suggestions and submit them to the Security Major for review and possible action.
- 8. Post orders must be reviewed annually or as post duties and responsibilities change.
- 9. Documentation supporting the record of changes and review for each post order will be maintained in the introduction of the post order binder.
- 10. Pursuant to *DOC 1.2.7, Inventories/Records Management* retired post orders must be archived for a minimum of three years.
- 11. Within 30 days of the implementation of any significant policy or procedural change, the Security Major must ensure that all necessary modifications are made to affected post orders.
- 12. No changes may be made in any post order without prior approval from the Security Major.

C. Security

Post Orders are considered privileged and sensitive documents, and must be maintained in a secure manner at all times. Under no circumstances will inmates or other unauthorized persons be allowed any type of access to any post order.

IV. CLOSING:

Questions concerning this procedure will be directed to the immediate supervisor

V. ATTACHMENTS

Standardized Post Orders format

attachment A

MONTANA DEPARTMENT OF CORRECTIONS	
POST ORDER	
FACILITY:	POST ORDER #:
POST TITLE/LOCATION:	
SHIFT:	
EFFECTIVE DATE:	REVIEW DATE:

1. CHAIN OF COMMAND

2. DUTIES AND RESPONSIBILITIES

General and specific duties for post, and brief statements referencing key policy areas relative to post:

3. CHRONOLOGICAL SEQUENCE OF DUTIES:

4. EMERGENCY PROCEDURES FOR THE POST

Task	Time	Initials
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

5. SPECIAL EQUIPMENT NEEDED FOR POST

(Examples)

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Radio | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Restraints | <input type="checkbox"/> Metal Detector |
| <input type="checkbox"/> Log Book | <input type="checkbox"/> Safety Equipment |
| <input type="checkbox"/> Other | |

 Authorizing Signature

/

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 Date